

**ANNUAL MEETING OF THE TOWN COUNCIL  
BIDDULPH TOWN COUNCIL  
TUESDAY 13<sup>th</sup> MAY 2025, 6PM  
HELD AT BIDDULPH TOWN HALL, HIGH STREET, BIDDULPH ST8 6AR**

**PRESENT:**

- **The Mayor:**  
Councillor N R Yates
- **Deputy Mayor:**  
Councillor A C Lawton
- Councillor C Brady
- Councillor Rev Y Case
- Councillor N Eardley
- Councillor J I M Garvey
- Councillor A H Hart
- Councillor D J Hawley
- Councillor M A Hopkins
- Councillor J T Jones
- Councillor C Kisicki
- Councillor A C W Parkes
- Councillor D A Proudlove
- Councillor W Rogers
- Councillor J T Salt
- Councillor C Smith
- Councillor C Wood

**IN ATTENDANCE:**

- Sarah M Haydon – Chief Officer (Minute Taker)
- Jodie Hancock – Events and Partnerships Officer
- Margaret Warman – Compliance and Governance Officer
- Angela Williams – Administration Officer
- Susan Booth – Customer Support Assistant
- John Robinson – Town Crier
- Reverend Will Drain – St. Lawrence Church
- 14 members of the Public

The Town Crier introduced The Mayor, Councillor Yates, Deputy Mayor, Councillor Lawton and the Chief Officer, Mrs Sarah Haydon.

Reverend Will Drain led the Town Council in prayer.

Councillor Yates welcomed returning councillors and Councillor Yanyan Case to her first meeting; he read a statement regarding the recording of the meeting before opening the meeting.

**1. ELECTION OF TOWN MAYOR & MAYOR MAKING CEREMONY**

***a) Nomination, election and signature of Declaration of Acceptance of Office***

Councillor Yates called for nominations for the position of Mayor of Biddulph Town Council.

Councillor Rogers proposed Councillor Adrian Lawton; he noted that he is a keen historian, a knowledgeable man and he has a passion for transport; seconded by Councillor Wood who stated that Councillor Lawton's knowledge and passion for the town would make him a very good Mayor. All **agreed**.

There were no other nominations. All voted in favour.

Councillor Lawton signed the Declaration of Acceptance of Office.

*Councillor Lawton left the Chamber to receive the Chains of Office.*

***b) Presentation of Chains of Office to Mayor and Mayoress/ Consort***

*Councillor Lawton returned to the Chamber wearing the Chains of Office.*

Mrs Joy Goodwin formally accepted the Mayoress' Chain of Office.

***c) Speech of Acceptance by Mayor***

The Mayor gave his thanks to Councillors Rogers and Wood for the nomination for the role of Town Mayor; he expressed his thanks for the Councillors' support. The Mayor gave his thanks to the members of the public who had attended this evening, and gave special thanks to Councillor Hart for attending as he is in recovery following a period of ill-health.

The Mayor expressed that he felt privileged to be the Mayor as he is Biddulph 'born and bred'.

The Mayor explained that any funds raised during this forthcoming year would be Scouts and Girl Guiding Groups; he would also like to improve mental health awareness.

***d) Confirmation of Amanuenses (if required)***

Not required.

***e) Speech by outgoing Mayor***

Councillor Yates expressed his gratitude and sadness as his Mayoral year comes to an end. He noted that the year had been filled with many moments of joy, triumphs and examples of community spirit.

Councillor Yates gave his thanks for the past year, to the Councillors for supporting him throughout the year and expressed that Biddulph Town Council is a good council, it works towards a common goal.

Councillor Yates gave his thanks to the community of Biddulph for welcoming him to the many events that took place. He gave his thanks to the Town Council Officers for their support.

Councillor Yates stated that he passes his chain to his successor with confidence.

Councillor Yates promised to personally continue to serve the town and stated that the past year had been one of the greatest honours of his life.

He expressed his thanks to his wife Mandy for being 'his rock' and stated that he could not have done it without her support.

#### ***f) Vote of thanks***

The Mayor invited Councillor Wood to propose the vote of thanks. Councillor Wood stated that Councillor Yates had 'broken the mould'. He noted the numerous music events that Councillor Yates brought into the town and declared that Biddulph is a better place with people like Councillor Yates.

Councillor Wood noted his fantastic achievement by cycling to London to raise money, which was no mean feat.

Councillor Wood gave thanks for all the work and effort that Councillor Yates has put into his Mayoral year; he stated that he put Biddulph on the map due to his activities. He expressed his thanks on behalf of the town.

Councillor Rogers stated that Councillor Yates had had a very busy year being County, District and Town Councillor, as well as Mayor; he gave his thanks for the year and agreed with Councillor Wood. Councillor Rogers expressed his thanks for all that Councillor Yates had done for the town.

#### ***g) Presentations to outgoing Mayor***

The Mayor presented Councillor Yates with the Medal of Service.

## **2. APOLOGIES**

- Councillor A K Harper
- Councillor K Jackson
- Councillor S Fletcher
- Councillor J Redfern (Absent)

### **3. DECLARATIONS OF INTEREST**

#### **a) To declare any Disclosable Pecuniary Interests & Dispensations:**

Councillors Salt and Lawton declared an interest in item 9.

#### **b) To declare any Other Disclosable Interests**

Nothing to declare.

### **4. ANNUAL MEETING OF THE TOWN COUNCIL ~ 14 MAY 2024**

Confirmation of the Minutes of the Meeting of 14 May 2024 (signed at the Ordinary Town Council meeting on 11 June 2024).

Proposed by Councillor Garvey; seconded by Councillor Jones. All **agreed**.

### **5. ELECTION OF DEPUTY MAYOR**

#### **a) Nomination, election and signature of Declaration of Acceptance of Office**

The Mayor called for nominations for the role of Deputy Mayor.

Councillor Wood nominated Councillor Smith as Deputy Mayor; seconded by Councillor Rogers.

There were no other nominations. All voted in favour.

#### **b) Presentation of Chains of Office to Deputy Mayor and Mayoress/ Consort**

The Deputy Mayor, Councillor Smith, called upon her husband Consort Scott Smith to receive the chains of office.

### **6. CONSTITUTION DOCUMENTS AND CONFIRMATION OF KEY DECISIONS**

#### **i. STANDING ORDERS**

To **approve** Standing Orders (enclosed).

Proposed by Councillor Salt; seconded by Councillor Hart. All **agreed**.

## **ii. MEMBERSHIP OF STANDING COMMITTEES**

- i. To **approve** the Terms of Reference for Committees and Scheme of Delegation document (enclosed)

Proposed by Councillor Hart; seconded by Councillor Hawley. All **agreed**.

- ii. To **approve** Committee membership for 2025/26:

- **Finance Strategy and Management** – Mayor, Deputy Mayor plus twelve members.
- **Town and Community** – Mayor, Deputy Mayor plus twelve members.
- **Recreation and Amenities** – Mayor, Deputy Mayor plus twelve members.
- **Planning**– Mayor, Deputy Mayor plus twelve members

- iii. To **approve** Councillor Committee membership (enclosed)

Items ii and iii moved on-block.

Proposed by Councillor Hart; seconded by Councillor Rogers. All **agreed**.

- iv. To **approve** the Committee dates for 2025-26 (enclosed)

Proposed by Councillor Jones; seconded by Councillor Hart. All **agreed**.

## **iii. TO APPROVE THAT EXISTING WORKING GROUPS WILL CONTINUE TO MEET THROUGHOUT 2025-26, AS APPROPRIATE:**

- Neighbourhood Plan Implementation (Planning Committee)
- Biddulph Works Together (Town and Community Committee)
- Transport (Recreation and Amenities Committee)
- Events (Town and Community Committee)
- Garden of Remembrance Development (Recreation and Amenities Committee)
- Local Government Reorganisation and Devolution (Town Council)
- Town Hall frontage (Finance Strategy and Management Committee)

Proposed by Councillor Jones; seconded by Councillor Yates. All **agreed**.

**iv. APPOINTMENT TO OUTSIDE BODIES**

To **confirm** the Town Council representatives on outside bodies. Please note, there will be a monthly update from representatives at Town Council meetings.

Proposed by Councillor Salt; seconded by Councillor Proudlove. All **agreed**.

**v. FINANCIAL REGULATIONS**

To **approve** the Town Council's Financial Regulations (enclosed).

Proposed by Councillor Rogers; seconded by Councillor Hart. All **agreed**.

**vi. EMERGENCY PLAN AND BUSINESS CONTINUITY PLAN**

To **approve** the Emergency Plan and Business Continuity Plan (documents attached). To **confirm** that these documents will be reviewed by the Finance Strategy and Management Committee during 2025-26, three years after the original adoption.

Proposed by Councillor Hawley; seconded by Councillor Jones. All **agreed**.

**vii. CODE OF CONDUCT**

To **approve** the Code of Conduct (enclosed).

Councillor Wood noted that the date should state 13<sup>th</sup> May 2025.

Proposed by Councillor Garvey; seconded by Councillor Wood. All **agreed**.

**viii. INTERNAL HEALTH AND SAFETY MONITORING COUNCILLOR**

To **confirm** that the Health and Safety Monitoring Councillor is Councillor Ken Harper (with a vacancy for a Deputy), reporting to the Town Council.

The Mayor called for a deputy Health and Safety Monitor.

Councillor Salt was proposed by Councillor Parkes; seconded by Councillor Hopkins. All **agreed**.

## ix. INTERNAL AUDITOR & MONITORING COUNCILLORS

Appointment of independent Internal Auditor (currently Joanne Taylor) plus two Councillors (Eardley and Hawley), to fulfil audit requirements.

Proposed by Councillor Rogers; seconded by Councillor Hart. All agreed.

## 7. FINANCIAL MANDATE- BANKING ARRANGEMENTS

The Town Council banks with **NatWest** and **Unity Trust Bank**.

- a) **Signatories:** Current signatories for the current account being: The Mayor, Deputy Mayor, Chair and Vice Chair of the Finance Strategy and Management Committee plus the Chief Officer and Finance Officer. **(Two members plus one officer to sign/ approve throughout the year, except in the transition between signatories at the start of the year where the previous years signatories may still be required to sign.)**
- b) **Mayor's Charity Account:** To give authority to the Chief Officer, Finance Officer and Events and Partnerships Officer to be the signatories for the Mayor's Charity Account **(two to sign)**. The Finance Strategy and Management Committee will receive an annual review of this account.
- c) **Bank Mandate:**

To **resolve** that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) and Unity Trust Bank, in accordance with the Mandate and that:

  - ✓ The individuals identified as Authorised Signatories may, in accordance with the Signing Rules, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker's drafts and other payments on the Accounts even if it causes an Account to be overdrawn or exceed any limit;
  - ✓ Any authorised Signatory may give other instructions or requests for information to the Bank in relation to the Accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products;

- ✓ The Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions;
- ✓ The Customer will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Chief Officer.

This Mandate will continue until the Organisation gives the Bank a replacement mandate or the Organisation passes a resolution changing the Signing Rules and/or adding or removing an Authorised Signatory by completing and returning the Change of Signing Authority form in which case this Mandate will continue as amended.

**d) Public Sector Deposit Fund- CCLA:** To give authority to the Chief Officer and Finance Officer to authorise withdrawals following approval at Town Council.

Item 7 proposed by Councillor Hawley; seconded by Councillor Hart. All **agreed**.



## ADDITIONAL AGENDA ITEMS

### 8. MINUTES

- a) To **approve and sign** the Minutes of the Town Council meeting on Tuesday 8 April 2025

Councillor Brady was present at the meeting.

Proposed by Councillor Garvey; seconded by Councillor Salt. All **agreed**.

- b) To **receive** the Minutes of the Recreation and Amenities Committee meeting held on Tuesday 8 April 2025

Proposed by Councillor Parkes; seconded by Councillor Jones. All **agreed**.

- c) To **receive** the Minutes of the Planning Committee meeting held on Tuesday 15 April 2025

Proposed by Councillor Garvey; seconded by Councillor Jones. All **agreed**.

- d) To **receive** the Minutes of the Town and Community Committee meeting held on Tuesday 15 April 2025

Proposed by Councillor Garvey; seconded by Councillor Parkes. All **agreed**.

- e) To **approve and sign** the Minutes of the Finance Strategy and Management Committee meeting held on Tuesday 22 April 2025

Item 122 –Councillor Jackson had raised this point.

Proposed by Councillor Rogers; seconded by Councillor Yates. All **agreed**.

- f) To **receive** the confidential notes from the Local Government Reorganisation and Devolution Working Group meeting held on 29 April 2025

Proposed by Councillor Garvey; seconded by Councillor Yates. All **agreed**.

## 9. ACCOUNTS & FINANCE

### a) To approve accounts received for payment in May 2025

Expenditure over £500			
SMDC	Business Rates – TH	May	2428.00
Sandyford Property Services	Rent and Service Charges – Brown Lees Storage Unit	May	648.00
SPCA	Annual Subscription & NALC Affiliation	2025/26	1608.85
D&G Buses	93 Bus Service	March	3507.00
EDF	Gas – Town Hall	01 Apr – 30 Apr	1346.71
Stage Management Services	Stage Lighting Tests, PAT and Maintenance		890.00
Ridgway Caterers	Mayors Ball – Catering	Balance	3928.80
Halfern Building Contractors	Town Hall Frontage - Construction	Interim Work to date	26855.22
Octopus Energy	Electricity – Town Hall (DD)	28 Mar – 29 Apr 2025	1214.22
Prism	Software Support	30.04.25 – 29.05.25	1044.14
Ctd architects	Town Hall Frontage	Architect's interim fees	1041.60
Clearway	CCTV 12 months Maintenance	Town Hall	2080.30
Clearway	CCTV 12 months Maintenance	Visitor Centre	700.34
Waterplus	Town Hall – Water Supply	27 Nov – 27 Apr	1388.83
RGS	Lengthsman Work	7 <sup>th</sup> Feb – 6 <sup>th</sup> May 25	2530.00

Expenditure less than £500			
Standard Life	Pension Voluntary Contribution	May	250.00
Prism	Telephones	March	288.51
Waterplus	TBG – water Supply	12 March – 12 April	24.43
Unity	Service Charges	01/03/25 to 31/03/25	27.90
Filmbankmedia	Public Video Screening Annual License	2025-26	176.00
K. Wood	Window Cleaning - April	Town Hall	75.00
K. Wood	Window Cleaning - March	Town Hall	75.00
SMDC	Business Rates – Storage Unit	May	189.00
Fifteen Group	Wifi & Office Mobiles	April	94.80
HEADS (Congleton Chronicle)	Chain Reaction Event	Advert	388.80

Applied Logo Services	Mayors Charity Bike Ride	QR Code Set up	18.00
NatWest	Bank Charges DD	March Charges	4.90
Myers & Co	HR Assist	12 <sup>th</sup> April – 11 <sup>th</sup> May	150.00
Octopus Energy	Electricity – Bus Hub (DD)	28 Mar – 29 Apr 2025	116.50
SLCC	Staff Training	Finance Officer	126.00
Tonis Treats	BLPG Refreshments	08/04/25	150.00
SMDC	Fire Risk Assessment – D Owen	Town Hall	284.76
Support Staffordshire	Invoice overpayment – return	Ref INV 975	2.40
Adrian Lawton	Deputy Mayor- Travel Expenses	Nov 24 – Apr 25	39.15
Margaret Warman	Staff Parking Expenses	3 <sup>rd</sup> – 8 <sup>th</sup> April 25	9.00
Filmbankmedia	Movie Screening – Moana 2	Family Film Day	169.20
Tidysite Skip Services	Bin Emptying w/c 14/04/25	INV 153331	108.35
Dreams Venue Dressing	Mayors Civic Ball Event		476.00
Tidysite Skip Services	Bin Emptying w/c 28/04/25	INV 153803	108.35
Euro Digital Systems	Printing – April		70.14
JG Fenn Limited	Paper		246.00
Moorland Contract Janitorial Ltd	Cleaning Supplies – Bus Hub	INV 4193	54.50
Moorland Contract Janitorial Ltd	Cleaning Supplies – Town Hall	INV 4192	174.01
Toni's Treats	Mayors Ball – Chauffeur & Band Refreshments	INV 9	50.00
Tidysite Skip Services	Bin Emptying w/c 23/04/25	INV 153599	170.24
Reliance High Tech	Lone Working Devices	April 2025	37.80
Hanley Print Services	Minute paper	Inv 14766	108.00
filmbankmedia	Film Screening	Family Film Day – Moana 2	169.20
Elizabeth Davies	Parking Expenses	March/April	13.50
Moorlec	Electrical Works - Lighting	Town Hall	104.26
Moorland Contract Janitorial	Cleaning Supplies	Inv 4102	217.88
Clearway	CCTV Repair		95.40
GT Security Ltd	Northern Soul Event 2025	Security	273.60
Richard Parker	Piano Tuner	Town Hall	75.00

Royal British Legion	VE Day Badges		32.00
Katy Pugh Arts	Spring Window Display	Chamber	250.00
Octopus Energy	Electricity – Visitor Centre (DD)	31 Mar – 30 Apr 2025	433.88
Waterplus	Visitor Centre – Water Supply	01 Apr – 01 May	64.48
Waterplus	Moorland Rd Allotments – Water Supply	07 Apr – 01 May	6.39
Waterplus	Storage Unit – Water Supply	01 Mar – 01 April	20.88
Waterplus	Storage Unit – Water Supply	01 Apr – 01 May	19.12
filmbankmedia	Film Screening	Biddulph Scratch – Jojo Rabbit	164.40
Tidysite Skip Services	Bin Emptying w/c 07/04/25	INV 153100	232.14
Gary Smith's Electrical Ltd	Electrical Fault – Callout	Bus Hub	80.00
Angela Williams	Reimbursement	Piano Cover	34.00
Eon Next	Electricity – Storage Unit	1 <sup>st</sup> Nov 24 – 29 <sup>th</sup> Apr 25	128.84
Eon Next	Electricity – Christmas Lights Supply	1 <sup>st</sup> Apr – 30 <sup>th</sup> Apr	17.64
Susan Booth	Parking	April	19.60

Credit Card			
GiffGaff	Mobile Phones	May	8.00
GiffGaff	Mobile Phones	May	8.00
GiffGaff	Mobile Phones	May	8.00
Land Registry	Searches	1000007439212	14.00
Land Registry	Searched	1000007439166	14.00
Bunzl Cleaning & Hygiene	Floor Polish	Town Hall	201.89
Sainsburys	Cleaning Supplies, Cards, Coffee & Sweets-Family Film Day		52.94
Royal Mail Online		Stamps	85.00

Facebook	Social Media Advertising		18.77
Alliance Disposables Ltd	Floor Cleaner		189.89
Facebook	Social Media Advertising		88.09
Foxtail Florist	2x Wreaths (VE Day) + 2x Sympathy bouquets		150.00
Open Spaces Society	Annual Subscription	25/26	45.00
Sainsburys	Refreshments		8.00
Argos	Mouse & Keyboard		16.99

Proposed by Councillor Salt; seconded by Councillor Garvey. All **agreed**.

**b) To approve** supplementary accounts received since the agenda was published.

<b>Expenditure over £500</b>			
Salaries	May		18467.99
HMRC	PAYE	May	5988.04
Staff Pensions	Pensions	May	6425.99
Westland Environmental Safety Ltd	Asbestos Surveys	Town Hall & Visitor Centre	792.00
<b>Expenditure less than £500</b>			
CASH	Volunteer Expenses (£200.00), Petty Cash (£53.35)	May	253.35
Jodie Hancock	Parking Reimbursement	May	25.00
Sarah Haydon	Reimbursement	Mayor Making - Refreshments	40.40
Tidysite Skip Services	Bin Emptying w/c 12/05/25	INV 154307	108.35
Tidysite Skip Services	Bin Emptying w/c 05/05/25	INV 154124	232.14
Hanley Print Services	VE Day	Booklets/Programmes	475.00
HEADS (Congleton) Ltd	Notice of Annual Town Meeting		432.00
NatWest	Bank Charges	May	2.10
Fifteen Group	Phone Charges	01/05/25 – 31/05/25	95.05
Rode Hall Silver Band	VE Concert	Balance	350.00
K Wood	Window Cleaning – TH	May	70.00

<b>Credit Card</b>			
Sainsburys	VE Concert	Refreshments	32.82
Sainsburys	VE Concert	Refreshments	17.10
Sainsburys	Milk & Cricket Lighter	VE Lamp of Light	6.40
Sainsburys	Dementia Approach Café	Refreshments	18.40
Sainsburys	VE Event	Refreshments	80.45
Value Products Ltd	Signs		16.12
Amazon	Coffee Sticks		45.88
Amazon	Speaker Adaptors		19.58
Amazon	DVD		14.98
Amazon	Place Cards	Civic Ball	5.59
Amazon	Satin Varnish		10.90
Amazon	Gift Bags	Civic Ball	39.12
Amazon	Sugar Sticks		11.71
Amazon	Lever Arch Files		17.95
Amazon	Envelopes		11.98
Amazon	DVD		5.69
Amazon	Floor Polishing Pad		24.99
Amazon	Flagpole		69.98
Amazon	Laminating Pouches		17.97
Amazon	Wall Stapler		22.94
Amazon	Heavy Duty cable Ties		12.34
Argos	Polishing Cloth		7.98
KeySigns.co.uk	Toilet Signs		29.75

Proposed by Councillor Hawley; seconded by Councillor Garvey.

Abstained by Councillors Salt and Lawton due to declared interests. **Agreed.**

*The Meeting ended at 7.21pm*

Signed..... Date.....